



## **IFAS 7i Req to Check**

### **Session 2: Departmental Invoice Approvals**

#### **Participant's Training Manual**



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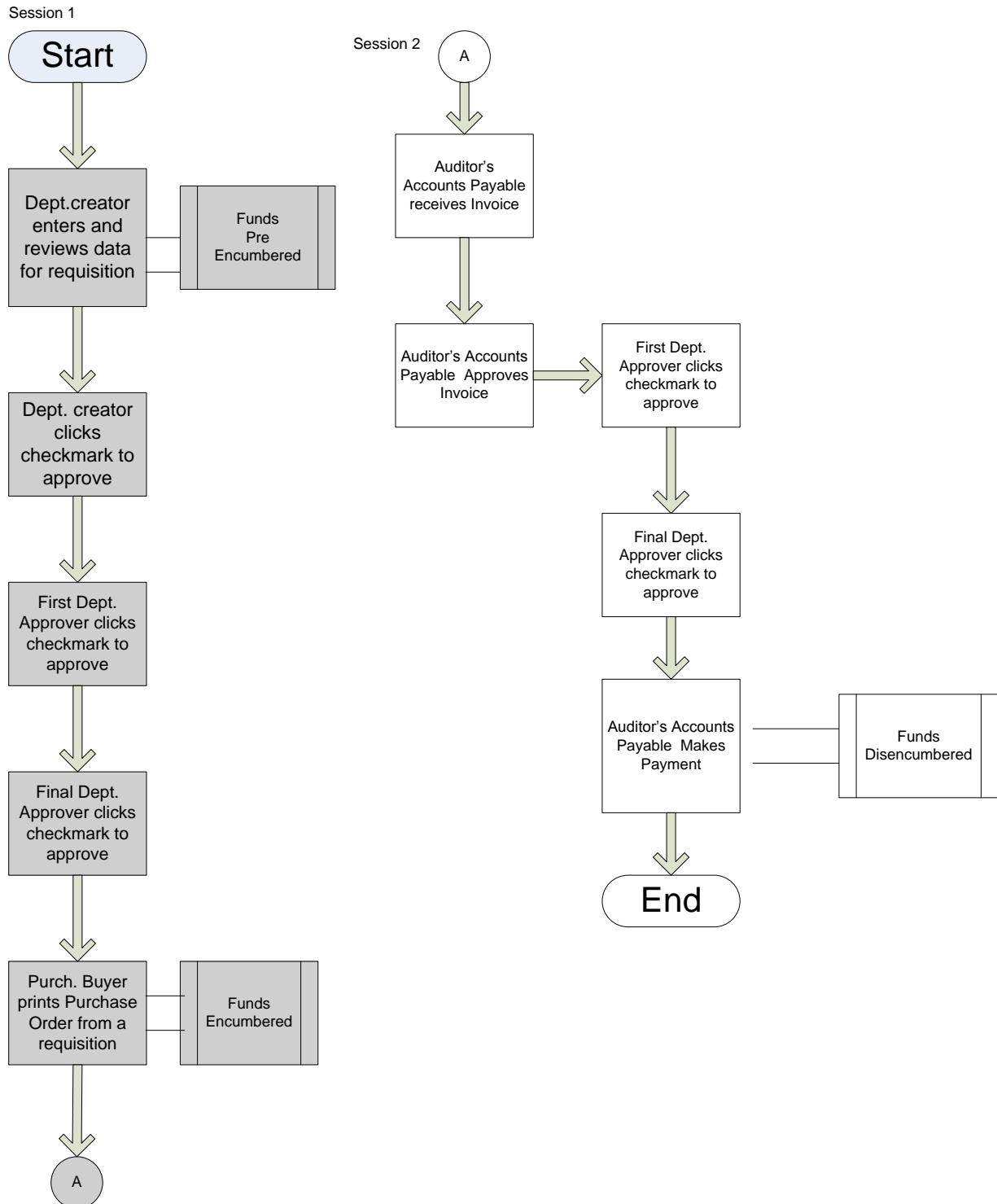
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## Table of Contents

<b>Overview .....</b>	<b>5</b>
Getting Started.....	5
Requirements.....	7
<b>Part 1: The Working Area .....</b>	<b>8</b>
Accessing Invoices by Expanding the IFAS Directory Tree .....	8
Settings.....	9
Sidebar (APOHCSHD) .....	12
Accessing Invoices with WFTA .....	15
Check Your Knowledge 1 .....	19
Functions of Sidebar (Workflow, Mask WFTA) .....	21
Reviewing the Invoice and Its History .....	23
The Status Message Bar.....	25
Check Your Knowledge 2.....	26
<b>Part 2: Processing the Invoice .....</b>	<b>28</b>
Overview .....	28
Modifying the Invoice .....	29
Approving .....	37
Rejecting .....	39
Check your Knowledge 3.....	40
<b>Appendix A Navigation .....</b>	<b>42</b>
<b>Appendix B Troubleshooting.....</b>	<b>45</b>
<b>Important Notes.....</b>	<b>46</b>

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# Req to Check Process Flow



**Fig. 1 Req to Check Process Flow**

# Overview

## Getting Started

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<b>Introduction</b>	This chapter presents the terminology and functions for a department's invoice processing.
<hr/>	
<b>Objectives</b>	<p>After completing the class, the participant will be able to:</p> <ul style="list-style-type: none"><li>• Display an invoice</li><li>• Define the areas of the Workflow screen</li><li>• Give the functions of the components of Task List Items Awaiting Processing –ID Assignments</li><li>• Set the Out of Office feature</li><li>• Approve and reject invoices</li><li>• List the items that can be modified on an invoice</li><li>• Modify an invoice</li></ul>
<hr/>	
<b>Comparison with requisitioning</b>	An approval workflow is assigned to invoices just as a workflow is assigned to requisitions. The final approval forwards the invoice to the Auditor's AP to be paid.

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## Getting Started, Continued

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### Contents

This section contains the following topics.

Topic	See Page
Requirements	7
Accessing Invoices by Expanding IFAS Directory Tree	8
Sidebar	9
Accessing Invoices with the Workflow Mask (WFTA)	12
Accessing Invoices with Update CSHD Invoice Link	14
Check Your Knowledge 1	15
Function of the Sidebar (Workflow, Mask WFTA)	17
Reviewing the Invoice and Its History	19
Status Message Bar	21
Check Your Knowledge 2	22

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# Requirements

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**Introduction** This section of the document outlines required information for the invoice approvals, rejections and modifications.

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**Departmental Responsibilities** The invoice approval process begins when the invoice is sent to the originating department. After reviewing the invoice, the departmental clerk has one of three options:

- Approving it: After reviewing the invoice and finding no errors, the clerk clicks a green checkmark.
- Rejecting it: By clicking the red **X** after the clerk's name, the invoice returns to the previous approver for correction and/or investigation with comments.

**Note:** A rejection requires the completion of the Comments field.

- Modifying it: Sometimes an invoice must be modified to be accurate. Conditions that may need changing are:
  - The number of items is incorrect.
  - The unit price of the items is incorrect.
  - You want to add text to the invoice.
  - You want to indicate that the invoice is to be fully or partially paid.
  - The accounting code is incorrect.
  - Purchase Order number must be changed.

When modifying, it is the clerk's responsibility to ensure that items are associated with the right account coding, the PR number and PR line item number.

After modifying the invoice, complete the approval process (see Processing the Invoice).

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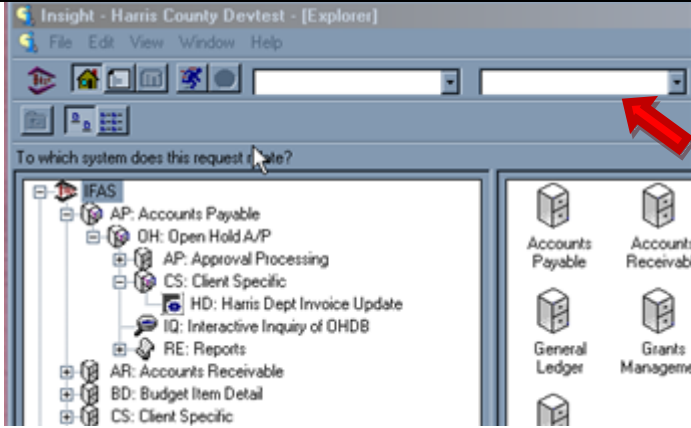
## Part 1: The Working Area

### Accessing Invoices by Expanding the IFAS Directory Tree

#### Introduction Accessing Invoices with the IFAS directory tree

This section explains how to expand the directory tree.

The following steps outline the procedures to use when accessing invoices by way of the IFAS Directory tree, with the APOHCSHD mask.

Step	Action
1.	<p>Click plus signs to expand the listing, as seen below. Click the plus signs for:</p> <ul style="list-style-type: none"> <li>• IFAS</li> <li>• Accounts Payable</li> <li>• Open Hold A/P</li> <li>• Client Specific</li> </ul> <p>After clicking the items, a minus sign appears in place of the plus sign.</p>
2	<p>Under Client Specific, see <b>HD – Harris Dept. Invoice Update</b>. Click this item to access invoices. See Fig 2 below.</p>
	 <p><b>Fig 2 Directory Tree</b></p> <p><b>Note:</b> You may also type in the mask, APOHCSHD in the type ahead box and press Enter to continue.</p>

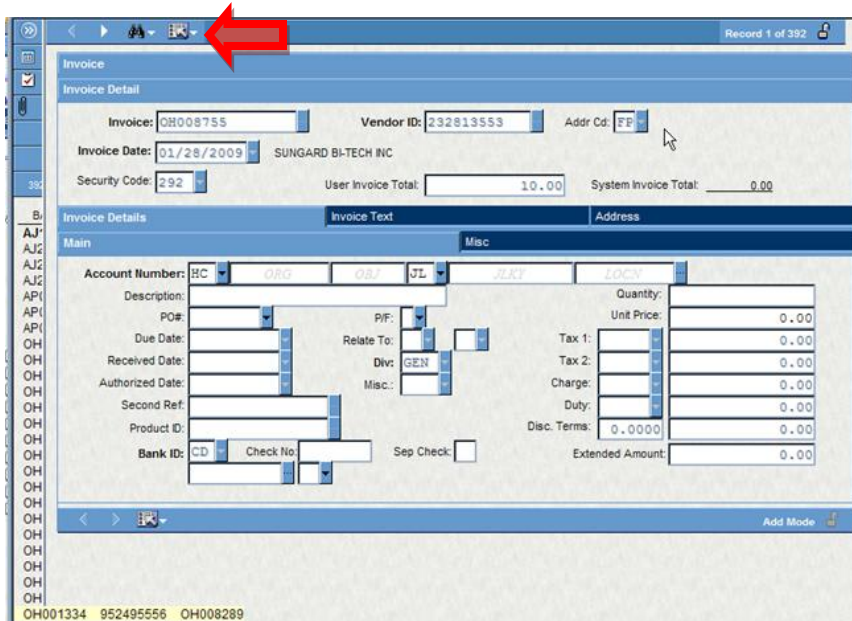


# Settings

## Initial Steps

The first thing you do before starting the Workflow process is to go to the Options icon in APOHCSHD and ensure that the settings are right.


Follow these steps.

Step	Action
1	Go to the APOHCSHD mask through the directory tree.
2	<p>Select the Options icon in the menu bar.</p> 
3.	From the drop-down box, select "Settings." On the Ledgers tab, be sure that the GL and JL ledgers are correct. Use the drop-down box to select.

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## Settings Continued

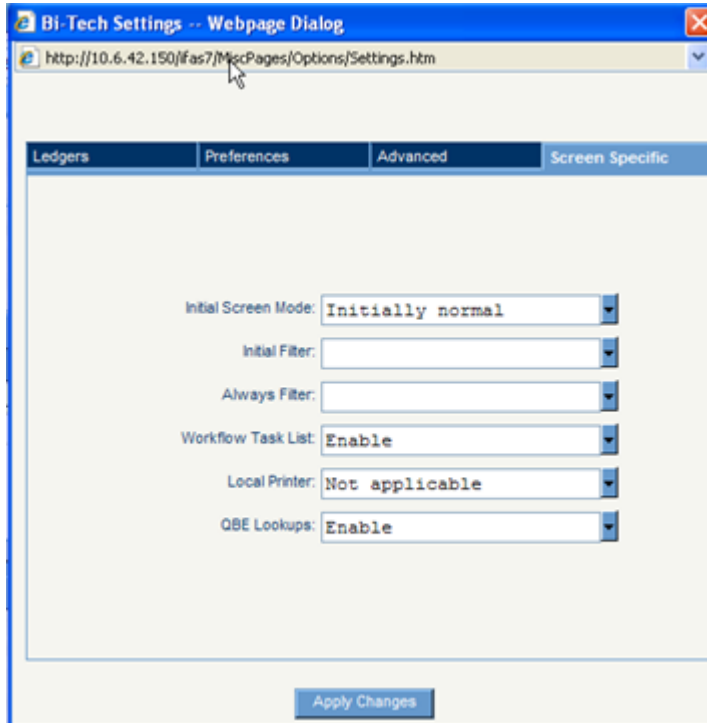
### Initial Steps (continued)

Step	Action
4.	<p>Move to the Preferences tab. The setting should be as follows:</p>  <p><b>Enable Auto Tab:</b> Enable <b>Shut Down Method:</b> Do Not Save Changes <b>Show Attachments:</b> Upon Request <b>Automatic Save Method:</b> Do Not Save Changes When Navigating <b>Child Shut Down Method:</b> Do Not Close Child screen</p>

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## Settings, Continued

### Initial Steps

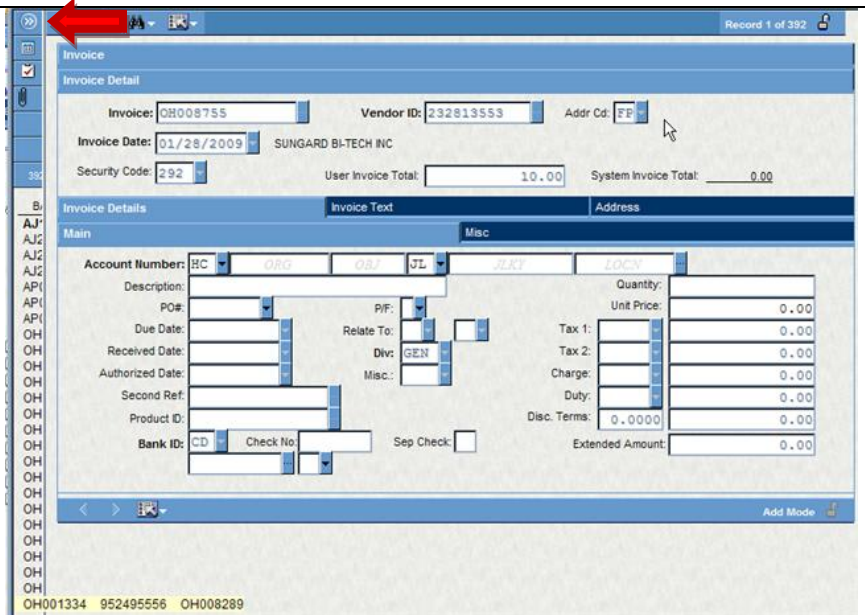
Step	Action
5.	<p>Select the Advanced Tab. Enter 600 in the <b>Request Timeout</b> field.</p> <p><b>Note:</b> no other change is necessary on this tab.</p>
6.	<p>Select the Screen Specific Tab. The fields should be as follows:</p>  <p><b>Initial Screen Mode:</b> Initially normal  <b>Initial Filter:</b> blank  <b>Always Filter:</b> blank  <b>Workflow Task List:</b> Enable  <b>Local Printer:</b> Not Applicable  <b>QBE Lookups:</b> Enable</p>

### Options icon

The grid from the top icon will show information at the top, under Invoice Detail. The icon on the bottom shows all the detail, including account coding, in the bottom section of the screen. You can drag the names of the columns to place them in positions of your choice.

## Sidebar (APOHCSHD)

### Sidebar functions

Step	Action
1.	Clicking <b>HD – Harris Dept. Invoice Update</b> leads you to the Invoice screen with a sidebar to the left.
	 <p>The screenshot shows the 'Invoice' screen. On the left is a sidebar with a list of items. At the top of the sidebar is a double arrow icon. A red arrow points to this icon. The main area of the screen displays 'Invoice Detail' information, including Invoice: OH008755, Vendor ID: 232813553, Invoice Date: 01/28/2009, and Security Code: 292. Below this is the 'Main' section with various fields like Account Number, Description, PO#, Due Date, Received Date, Authorized Date, Second Ref, Product ID, Bank ID, Check No, Sep Check, Quantity, Unit Price, Tax 1, Tax 2, Charge, Duty, Disc. Terms, and Extended Amount.</p>
2.	Click the double arrow at the top of the sidebar to open the left side of the screen.

**Fig. 3 Opening Screen from Directory Tree Access**

*Continued on next page*

## Sidebar continued

### Sidebar (continued)

The screenshot shows the 'Workflow' sidebar option selected, indicated by a red arrow. The sidebar lists a series of invoices. The main window displays the 'Invoice Detail' for invoice OH008755, with fields for Invoice Date (01/28/2009), Vendor ID (232813553), and Security Code (292). The User Invoice Total is 10.00 and the System Invoice Total is 10.00. The 'Invoice Details' section includes fields for Account Number, Description, PO#, Due Date, Received Date, Authorized Date, Second Ref, Product ID, Bank ID, Check No, Sep Check, and various tax and charge fields.

**Fig.4 Blue Information Options**

After selecting Workflow, the following screen results. It has the history of approvals and those items that need approval at the left. The Direct Task Items Awaiting **ID** Approval is a listing of all invoices needing your approval. The Indirect Task Items Awaiting **Role** Approval is a listing of all invoices needing an approval by you or those that share your role.

The screenshot shows the 'Workflow' sidebar option selected. The sidebar lists a series of invoices. The main window displays the 'Invoice Detail' for invoice OH008755, with fields for Invoice Date (01/28/2009), Vendor ID (232813553), and Security Code (292). The User Invoice Total is 10.00 and the System Invoice Total is 10.00. The 'Invoice Details' section includes fields for Account Number, Description, PO#, Due Date, Received Date, Authorized Date, Second Ref, Product ID, Bank ID, Check No, Sep Check, and various tax and charge fields.

**Fig.5 Open Workflow Option**

To select an invoice for your approval, click the Invoice number under the **Direct Task Items Awaiting ID** Approval. The invoice number will appear in the Invoice field under Invoice Detail at the right and data for the chosen invoice will populate the Invoice Details area.

*Continued on next page*

## Sidebar continued

### Sidebar (continued)

The screenshot displays a software interface with a sidebar on the left and a main form area on the right. The sidebar contains the following options: Links, Workflow, Attachments, Tools, Reports, and Entity List. The 'Entity List' option is selected, showing a table with columns: BATCHID, VENDOR ID, and INVOICE. The table contains multiple rows of data, including entries like AJ129SC0, V00013043, and OH008755.

The main form area is titled 'Invoice' and contains the following sections:

- Invoice Detail:** Includes fields for Invoice (08008755), Vendor ID (232813553), Addr Cd (FP), Invoice Date (01/28/2009), Security Code (292), User Invoice Total (10.00), and System Invoice Total.
- Invoice Details:** Includes fields for Account Number (BC), Description, PO#, Due Date, Received Date, Authorized Date, Second Ref, Product ID, Bank ID (CD), Check No, Sep Check, and Extended Amount.
- Invoice Text:** Includes fields for PIF, Relate To, Div (SEN), and Misc.
- Address:** Includes fields for Tax 1, Tax 2, Charge, Duty, Disc. Terms (0.0000), and Unit Price.

**Fig. 6 Other Sidebar Options**

### Sidebar Options

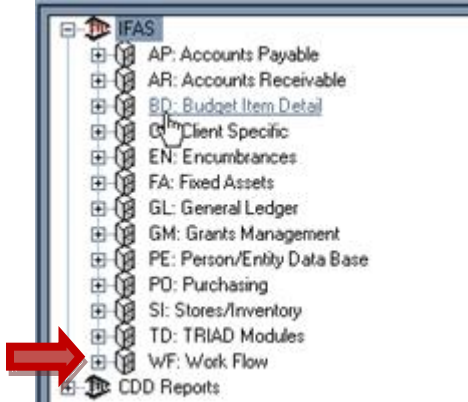

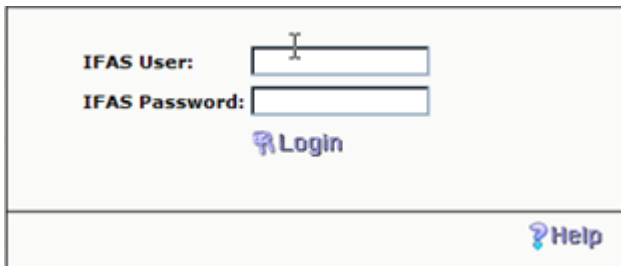
There are other sidebar options besides Workflow and Entity List. These are:

- The Links option lists links to other documents.
- The Attachment option allows you to view attached files, like images.
- Tools is not available currently.
- Reports displays CDD reports.

# Accessing Invoices with WFTA

**Introduction**      The following steps outline the use of the WFTA mask.

## The Workflow Folder

Step	Action
1.	Login to Insight.
2.	The IFAS directory tree displays. See Fig. 7 below.
	 <p><b>Fig 7 IFAS directory tree</b></p>
3.	Click the Workflow plus sign to open that folder. The Workflow Task List icon displays.
	 <p><b>Fig 8 The Workflow Folder Open</b></p>
4.	Click <b>TA: Workflow Task List</b> .
5.	A login dialog box displays.
	 <p><b>Fig 9 Login</b></p>

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## Accessing Invoices with WFTA, continued

### Accessing the Module with the Workflow Folder (continued)

After selecting the TA: Work Flow Task List item under the Workflow folder and logging in, the screen in Fig 10 displays.

The screen is separated into six distinct areas:

- the Status Message bar
- the Model/Version identifying the APOH Approvals mode for approving invoices or the Purchase Requisition mode for requisition approvals.
- All Pending Tasks waiting on the bottom left
- the Workflow History at the top right
- an individual invoice Summary on the right, below the workflow history
- the Attachments to the invoice (scanned paper invoice) below the Summary

The screenshot displays the WFTA interface with several key sections:

- Top Bar:** Includes 'Log Out', 'Show Role Tasks', and 'Set Out Of Office' buttons.
- Task List Items Awaiting Processing - ID Assignments:** A section with a 'Model/Version' dropdown set to 'APOH Approvals'.
- All Pending Tasks:** A list of tasks with details like 'Security Code : 292', 'Set Id : AP010809', and 'Vendor : SUNGARD BI-TECH'.
- Workflow History:** A table listing users (Clerk 1 through Clerk 8), their names, roles (e.g., 'ap Claims Processor 11', 'ap Info Tech Ctr 1st Level'), and status indicators (checkmarks, X's, and arrows).
- Summary:** A section titled 'Update CSHD Invoice' providing details such as 'Security Code = 292', 'Invoice Number = OH008717', 'Invoice Total\$ = 11.00', and 'Entry Date = 1/8/2009'.
- Attachments:** A table listing attachments with columns for 'TABLE', 'TYPE', 'DESCRIPTION', 'PAGES', 'CREATED', and 'DOC ID'.

Red arrows point to specific areas: the top bar, the 'All Pending Tasks' section, the 'Workflow History' table, the 'Summary' section, and the 'Attachments' table.

TABLE	TYPE	DESCRIPTION	PAGES	CREATED	DOC ID
Unknown	APOH	new thing	1	3/19/2009 1:47:15 PM	3026304
Unknown	APOH	added	1	3/19/2009 10:35:45 AM	3026303
Unknown	APOH	AP010809	1	1/8/2009 2:04:33 PM	3026200

Fig.10 Areas of the Screen

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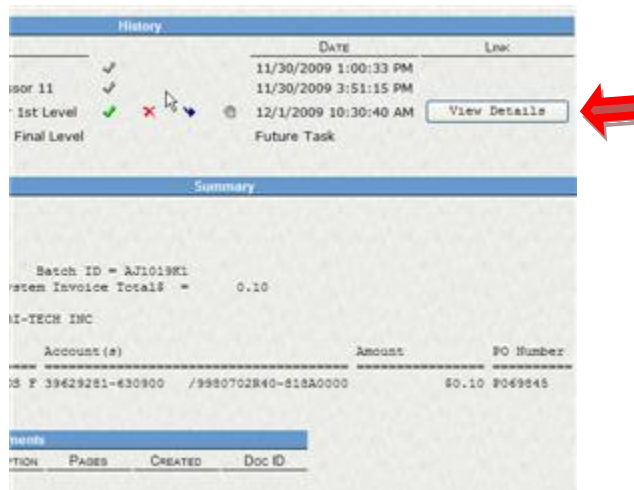


## Accessing Invoices with WFTA, Continued

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### View Details Button

On the far right of the screen, under Link in the History area, there is a View Details button. This is presently inactive. See below.



## Accessing Invoices with Update CSHD Invoice Link

### Task Listing

The screenshot displays a web application interface for task management. On the left, a sidebar titled 'Task List Items Awaiting Processing - ID Assignments' shows a list of tasks. Each task entry includes a 'Set Id', 'Vendor', and 'Invoice' number. The tasks are listed in a table format with checkboxes for selection. On the right, a summary section for the selected task is shown. It includes a table of user assignments with columns for 'USER ID', 'NAME', and 'ROLE'. Below this, a 'Summary' section contains fields for 'Security Code', 'Invoice Number', 'Invoice Total\$', 'Entry Date', and 'Vendor'. A red arrow points to the 'Update CSHD Invoice' link in the summary section. At the bottom, an 'Attachments' table lists documents with columns for 'TABLE', 'TYPE', 'DESCRIPTION', 'PAGES', 'CREATED', and 'DOC ID'.

USER ID	NAME	ROLE	
Clerk 1	Clerk 1		✓
Clerk 2	Clerk 2	ap Claims Processor 11	✓
Clerk 3	Clerk 3	ap Info Tech Ctr 1st Level	✗
Clerk 4	Clerk 4	ap Claims Processor 11	✓
Clerk 5	Clerk 5	ap Info Tech Ctr 1st Level	✓
Clerk 6	Clerk 6	ap Info Tech Ctr Final Level	✗
Clerk 7	Clerk 7	ap Info Tech Ctr 1st Level	✓
Clerk 8	Clerk 8	ap Info Tech Ctr Final Level	✓ ✗

TABLE	TYPE	DESCRIPTION	PAGES	CREATED	DOC ID
Unknown	APOH	new thing	1	3/19/2009 1:47:15 PM	3026304
Unknown	APOH	added	1	3/19/2009 10:35:45 AM	3026303
Unknown	APOH	AP010809	1	1/8/2009 2:04:33 PM	3026200

Fig 11 Update CSHD Invoice Link

To modify an invoice on this screen, select from the list by clicking on your choice. Then, click the **Update CSHD Invoice** link.

## Check Your Knowledge 1

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1. What is the difference between **Direct Task Items Awaiting...** and **Indirect Task Items Awaiting...** ?

## Answers

1. The “Direct Task Items Awaiting...” list gives you the invoices that are waiting for **you** to process. The “Indirect Task Items Awaiting...” are those that are waiting for approval by persons that share your the **role**.

# Functions of Sidebar (Workflow, Mask WFTA)

## Introduction

This section discusses the Sidebar functions and how to navigate it.

## Navigation

Navigate to the following sidebar (Task List Items Awaiting Processing – ID Assignments) screen by using the mask WFTA in the IFAS directory tree. At the top of the sidebar, the Model/Version field displays. If you cannot see the entire field, click the drop-down arrow to reveal APOH Approvals.

Below the Model/Version field, you see pending tasks listing. A green checkmark and a red X are at the bottom of this listing. Options are:

- Clicking **All Pending Tasks** checkbox automatically selects all invoices, so that they all may be approved or rejected at one time.
- Click the checkboxes for **Security Code**, **Set ID**, or **Vendor** as criteria for approvals or rejections.

Clicking the checkbox for an individual invoice displays it on the right of the screen. After clicking the individual invoice and moving to another, the invoice becomes bolded in blue.

USER ID	NAME	ROLE	
Clerk 1	Clerk 1	ap Claims Processor 11	✓
Clerk 2	Clerk 2	ap Info Tech Ctr 1st Level	✓
Clerk 3	Clerk 3	ap Claims Processor 11	✗
Clerk 4	Clerk 4	ap Info Tech Ctr 1st Level	✓
Clerk 5	Clerk 5	ap Info Tech Ctr Final Level	✗
Clerk 6	Clerk 6	ap Info Tech Ctr 1st Level	✓
Clerk 7	Clerk 7	ap Info Tech Ctr Final Level	✓
Clerk 8	Clerk 8	ap Info Tech Ctr Final Level	✗

TABLE	TYPE	DESCRIPTION	PAGES	CREATED	DOC ID
Unknown	APOH	new thing	1	3/19/2009 1:47:15 PM	3026304
Unknown	APOH	added	1	3/19/2009 10:35:45 AM	3026303
Unknown	APOH	AP010809	1	1/8/2009 2:04:33 PM	3026200

Fig. 12 Pending Tasks

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## Functions of the Sidebar (Workflow, mask WFTA),Continued

### Navigation (continued)

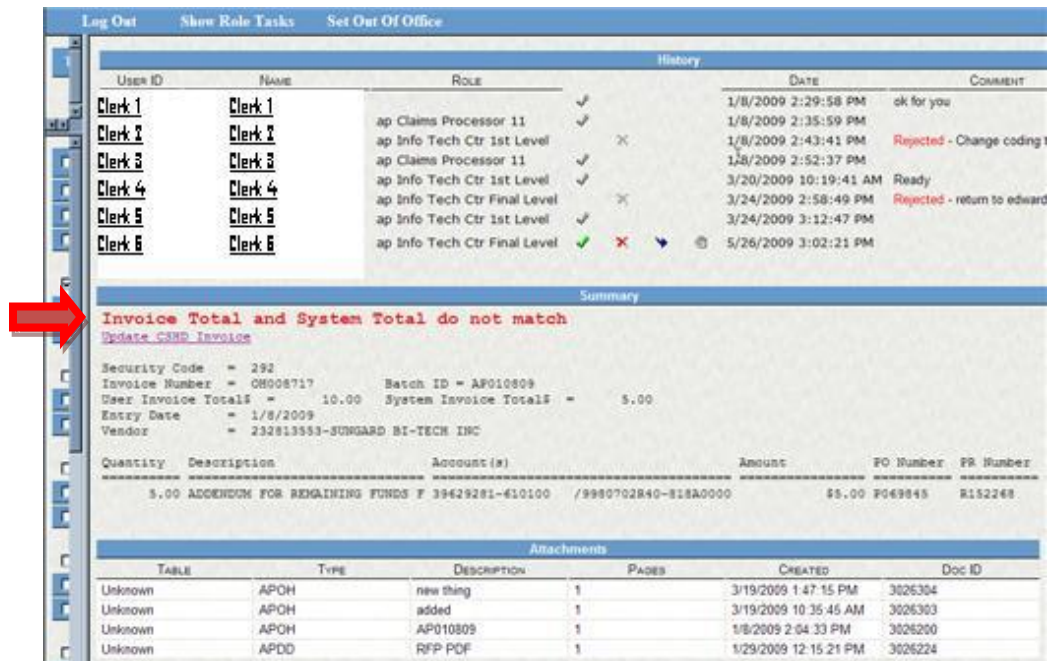
After selecting an individual invoice, it appears on the right side of the screen, with the History, Summary and Attachments, as in Fig. 12.

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## Reviewing the Invoice and Its History

### Introduction

When you choose an invoice from the *Task List Items Awaiting Processing – ID Assignments*, a summary of the invoice displays on the right. In order to see the entire invoice history, you will need to either move the vertical bar at the edge of the Invoice Summary to the left, or use the bottom scroll bar. This allows you to see the summary, the history, and the attachments panels.



USER ID	NAME	ROLE		DATE	COMMENT
Clerk 1	Clerk 1		✓	1/8/2009 2:29:58 PM	ok for you
Clerk 2	Clerk 2	ap Claims Processor 11	✓	1/8/2009 2:35:59 PM	
Clerk 3	Clerk 3	ap Info Tech Ctr 1st Level	✗	1/8/2009 2:43:41 PM	Rejected - Change coding
Clerk 4	Clerk 4	ap Claims Processor 11	✓	1/8/2009 2:52:37 PM	
Clerk 5	Clerk 5	ap Info Tech Ctr 1st Level	✓	3/20/2009 10:19:41 AM	Ready
Clerk 6	Clerk 6	ap Info Tech Ctr Final Level	✗	3/24/2009 2:58:49 PM	Rejected - return to edward
		ap Info Tech Ctr 1st Level	✓	3/24/2009 3:12:47 PM	
		ap Info Tech Ctr Final Level	✓ ✗	5/26/2009 3:02:21 PM	

Summary					
<b>Invoice Total and System Total do not match</b>					
<a href="#">Update CSND Invoice</a>					
Security Code	=	292	Batch ID	=	AP010809
Invoice Number	=	08008717			
User Invoice Total\$	=	10.00	System Invoice Total\$	=	5.00
Entry Date	=	1/8/2009			
Vendor	=	232813553-SURGARD BI-TECH INC			
Quantity	Description	Account(s)	Amount	PO Number	PR Number
5.00	ADDENDUM FOR REMAINING FUNDS F 39429281-410100 / 9980702840-818A0000		\$5.00	P049845	R152248

Attachments						
TABLE	TYPE	DESCRIPTION	PAGES	CREATED	Doc ID	
Unknown	APCH	new thing	1	3/19/2009 1:47:15 PM	3026304	
Unknown	APCH	added	1	3/19/2009 10:35:45 AM	3026303	
Unknown	APCH	AP010809	1	1/8/2009 2:04:33 PM	3026200	
Unknown	APDD	RFP PDF	1	1/29/2009 12:15:21 PM	3026224	

**Fig. 13 Invoice and its History**

**Note:** The above screen shows a warning that the “Invoice Total and System Total are not equal.” Only the Auditor’s office will see this warning. You can continue working.

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## Reviewing the Invoice and Its History continued

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### History

The History panel shows the progression of the invoice through Workflow. It identifies the originator and the IFAS users who approve or reject the invoice in the workflow. The IFAS user must act on the invoice, by approving (with the green checkmark) or rejecting it (red X).

TBA at an approval level shows that the person for this level is yet to be assigned.

Comments are included in the history. Scroll to the far right to display this item.

**Note:** The blue arrow and hand icon are not used presently.

---



# The Status Message Bar

**Introduction** This section details the Out of Office function and the status message bar.

**Out of Office** If you are out of the office, you may want someone to take action in your place. For this, you can go to the menu bar on the Workflow Task List screen and select **Set Out of Office**. The message that you are out of office will appear in the Status Message bar. This will allow the next person in your role to approve, modify, or reject invoices or requisitions in your place.

If you set the Set Out of Office and you are the primary approver in a role, an invoice will automatically go to the secondary approver’s Direct Task Items list. That person will approve or reject in your place. If the secondary approver accepts the invoice, it continues through the rest of the workflow approval process.

If both the primary and secondary users are Out of Office, the invoice goes to the next person in the Workflow line.

Click the **Set IN Office** when you return to work.

Note: If all users for the workflow role have set Out of Office, the invoice will stay at the primary approver’s Direct Task Item List.



Fig. 14 Out of Office

**Show ID or Role Tasks** To the left of **Set Out of Office** option is **Show Role Tasks**. This option toggles between **Role** and **ID** Tasks. This determines how the tasks are displayed on the Task list section of the screen.

*Continued on next page*

## Check Your Knowledge 2

1. Which icons are not used on the invoice screen?
2. T or F The comments added to the invoice by the clerk are added to the history as well.
3. T or F The All Pending Tasks checkbox automatically checks all invoices so that you can reject or approve them.
4. Besides the All Pending Tasks checkbox, what other checkboxes are available to you?
5. What happens when you set Out of Office?
6. What does TBA mean?

## Answers

1. The blue arrow and the hand
2. True
3. True
4. Security Code, Set ID (previously called Batch ID), Vendor, individual invoices.
5. If you set the Set Out of Office item and you are the primary approver in a role, an invoice will automatically go to the secondary approver's Direct Task Items list. That person will approve or reject in your place. If the secondary approver accepts the invoice, it continues through the rest of the workflow approval process.
6. TBA listed in the workflow means that a person at that approval level is yet "to be assigned".

## Part 2: Processing the Invoice

### Overview

**Introduction** An invoice may be approved immediately, modified or rejected. This chapter takes you through each scenario.

---

**Selecting an invoice** You may select an invoice by clicking the invoice number in the Task List Items Awaiting Processing panel. This brings the invoice up in the Summary panel.

**Contents** This section contains the following topics.

Topic	See Page
Modifying	25
Approving	33
Rejecting	35
Check Your Knowledge 3	36

# Modifying the Invoice

## Introduction

To modify an invoice, follow these procedures.

## Reviewing

After reviewing the Summary panel, if the invoice needs modification, click the **Update CSHD Invoice** link. Figure 15 displays. On the Invoice screen, the Invoice Detail panel is uneditable. However, it does include important information about the invoice. If the header must be changed in any way, reject the invoice and send it back to the previous level. It must be rejected back to the Auditor's clerk.

## Tabs

There are four tabs on the *Invoice Details* panel: Main, Invoice Text, Address and Misc.

The screenshot shows the 'Invoice Details' panel with the 'Main' tab selected. The panel contains various fields for invoice information:

- Invoice:** TEST3090209
- Vendor ID:** 004133200
- Addr Cd:** P0
- Invoice Date:** 09/01/2009
- INTERTEL COMMUNICATION**
- Security Code:** 292
- User Invoice Total:** 46.00
- System Invoice Total:** 46.00

Below these fields are four tabs: **Main** (selected), **Invoice Text**, **Address**, and **Misc**. The 'Main' tab contains the following fields:

- Account Number:** HC 10029233 620800 JL A530740000 818A0000
- Description:** BLANKET PO FOR TELEPHONE REPAI
- Quantity:** 2
- PO#:** P152071
- P/F:** P
- Unit Price:** 23.00
- Due Date:** 10/02/2009
- Relate To:** [empty]
- Tax 1:** 0.00
- Received Date:** 09/02/2009
- Div:** GEN
- Tax 2:** 0.00
- Authorized Date:** [empty]
- Misc:** [empty]
- Charge:** 0.00
- Second Ref:** [empty]
- Product ID:** [empty]
- Duty:** 0.00
- Bank ID:** CD
- Check No:** [empty]
- Sep Check:** [empty]
- Disc. Terms:** 0.0000
- Extended Amount:** 46.00

Fig.15 Main Tab under Invoice Details

## Modifying the Invoice, continued

### Main Tab (continued)

Open the sidebar to expose the options. Clicking the Workflow button will open the history of the invoice and will give the opportunity to approve or reject the invoice. See Fig. 16.

Fig. 16 Main Tab

**Note:** If there is more than one line item, the arrows at the bottom left of the screen are active. Switching to the IFAS grid format may be easier to read, since each item will then be on separate lines. Do this under the Options icon in the menu bar.

Changes to the Quantity and Unit Price on the Main tab will change the System Invoice Total. You may continue working.

**Note:** You cannot change the description. To do this, reject the invoice back to the Auditor's AP. Only he/she can change this field.

### Invoice Text Tab

Click the **Invoice Text** tab to enter text associated with the invoice. This is not a required field.

### Address Tab

This is the address of the vendor. You cannot edit this.

## Modifying the Invoice continued

### Misc Tab

You can edit the PR# and the PR Item # under the Misc tab. See figure below.

The screenshot shows the 'Misc' tab of an invoice system. The 'PR #' and 'PR Item #' fields are circled. The 'Invoice' header shows 'Invoice: CH008755', 'Vendor ID: 232813553', and 'Addr Cd: EF'. The 'Invoice Date' is '01/28/2009' and the vendor is 'SUNGARD BI-TECH INC'. The 'Security Code' is '292'. The 'User Invoice Total' is '10.00' and the 'System Invoice Total' is '0.00'. The 'Misc' tab contains fields for 'Transaction Format: NB', 'Vendor Account', 'Bid', 'Contract', 'Refund Type', 'Former Bank ID', 'Retail Amount: 0.00', 'Status: DS', 'Posting Code', 'PR #', 'PR Item #', 'Record Number: 0', and 'Record Status: 0'. The 'Add Mode' button is at the bottom right.

Fig. 17 The Misc Tab

*Continued on next page*

## Modifying the Invoice, Continued

### Saving your changes

After reviewing the invoice and making the necessary changes in the Invoice Text, Main and Misc tabs, press Enter to save the information.

The screenshot shows the APOHCSHD application window. At the top, a status bar displays 'Record Accepted' with a green checkmark icon. Below this, the 'Invoice' screen is visible. The 'Invoice Detail' section shows fields for Invoice (08008976), Vendor ID (232813553), and Invoice Date (05/28/2009). The vendor is identified as SUNGARD BI-TECH INC. The 'Main' tab is selected, displaying account numbers (HC 39629281, 630900, JL 9980702R40, 818A0000) and a description: 'ADDENDUM FOR REMAINING FUNDS F'. Other fields include PO# (P069845), Due Date (05/28/2009), and various tax and charge fields. The 'Extended Amount' is shown as 0.10. The status bar at the bottom right indicates 'Record 1 of 1'.

Fig. 18 The Main Tab on the APOHCSHD screen

The “Record Accepted” message with a green check mark appears in the Status Message bar of the invoice screen. If there is a message preceded by a yellow dot, simply press **Enter** again. With the Record Accepted message (see Fig 18), the invoice is changed. Continue with the approval procedures that follow.

**Note:** If there is a message in the Status Message bar preceded by a red X, you can press the **ESC** key to reset the screen. If the screen still displays the red X message, exit and begin again. You will lose the information entered for the invoice.

*Continued on next page*



## Modifying the Invoice, Continued

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**Making your  
changes in  
NON-GRID  
mode –  
Creating a new  
line item**

At times it is necessary for the Department AP Clerk to add a new line item. This requires a two step process: create a new line item and update a line item.

The procedure for creating a new line item is as follows.

Step	Action
1.	At the Invoice Details Main Tab, click on the icon that resembles the piece of paper at that bottom of the screen.
2.	Complete the following fields <ul style="list-style-type: none"><li>• Account Coding</li><li>• Quantity</li><li>• PO#</li><li>• P/F</li><li>• Unit Price</li></ul>
3.	On the Invoice Details Misc. tab, complete the PR# and PR Item #.
4.	Press Enter.

After completing this procedure, note that this has now increased your System Invoice Total. You may continue working. The Auditor's Office will run a report to list those invoices where the totals are not equal.



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*Continued on next page*

## Modifying the Invoice, Continued

Fig. 19 Next line item

### Making your changes in NON-GRID mode – Updating a line item

Step	Action
1	On the Invoice Details Main Tab, click on one of the two icons that resemble arrows at the bottom of the screen (the “previous line” icon  and the “next line”  icon) to retrieve the line item that must be changed. If the previous line icon is grey, there is no previous line item; if the next line icon is grey, there are no line items that follow.
2.	Complete the quantity and Unit price fields.
3.	Press Enter.

*Continued on next page*

## Modifying the Invoice Continued

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**Making your  
changes in  
NON-GRID  
mode –  
Updating a line  
item (continued)**

**The System Invoice Total does not have to equal the User Invoice Total.**

**Note:** You can also add a line item and update a line item in grid mode.

## Exercise

Now, modify your invoice using the method(s) directed by the instructor.

# Approving

## Introduction

This section describes what procedure to complete for approving an invoice.

## Reviewing

After reviewing the Invoice in the Workflow Task List screen, click the green checkmark next to your name to approve.

The date and time are recorded and a comment screen will display. These comments are added to the history for reference. Ensure that the comment is relevant to the invoice. The comments are forever and can be seen by all.

**Note:** If you are approving All Pending tasks, all of a security code, all of the Set ID or all of a particular vendor, the comments entered will be applied to all invoices selected. Be sure that the comment is valid for all of them.

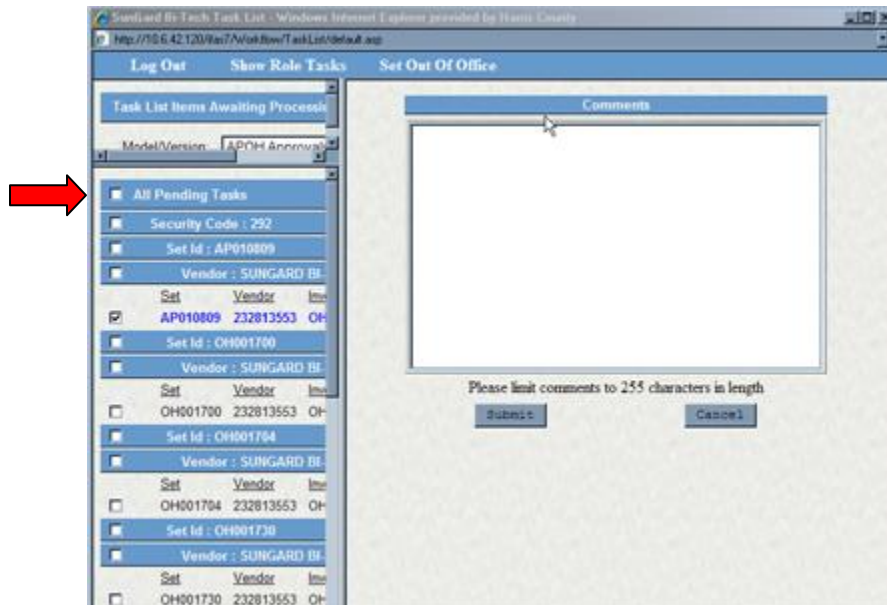


Fig 20 Comments field

*Continued on next page*

## Approving, Continued

### Workflow

Each time the invoice is approved or rejected, the action is recorded in the Workflow history. When the **green checkmark** and **red X** are next to your name, you can approve or reject. .

The screenshot displays the 'Workflow' tab of an invoice management system. On the left, a table lists users and their approval status. A red arrow points to the 'Clerk 1' row, which has a green checkmark. Below this table are sections for 'Direct Task Items Awaiting ID Approval' and 'Indirect Task Items Awaiting Role Approval'. The main part of the screen shows the 'Invoice Detail' form for invoice OH008755, including fields for Vendor ID, Invoice Date, Security Code, and various account numbers. The 'Main' tab is selected, showing a detailed breakdown of the invoice items.

USER	DATE	NAME
Clerk 1	1/29/2009	Clerk 1
Clerk 1	1/29/2009	Clerk 1
Clerk 2	2/25/2009	Clerk 2
Clerk 2	2/25/2009	Clerk 2

SET	VENDOR	INVOICE
AP010809	232813553	OH008717
OH001700	232813553	OH008699
OH001730	232813553	OH008741
OH001739	232813553	00839569
OH001774	232813553	OH008788
OH001829	742268666	OH008852
OH001835	760167314	OH008862

GROUP	SET	VENDOR	INVOICE
AP292CTC2	OH001704	232813553	OH008706

Fig 21 Consecutive levels of approval

### Exercise

Now, complete Approvals. Use the method(s) as directed by the instructor.

# Rejecting

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## Introduction

This section describes how to reject an invoice.

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## Procedure for rejecting

By clicking the red **X** after your name, the invoice with comments returns to the previous approver for correction and/or investigation. Comments are required for rejections.

**Note:** If rejecting a group of invoices, the comments are carried over to each one. Be sure that the comments are relevant to all invoices in the group since comments are forever and can be seen by all.

## Exercise

Now, complete Rejections using the method(s) directed by the instructor.

## Check your Knowledge 3





1. What field must be completed with the rejection of an invoice?
2. List two responsibilities of the department clerk with regard to invoice approvals.
3. Give three fields that the department clerk can modify on the APOHCSHD screen.



## Answers

1. The Comments field must be completed.
  
2. The department clerk's responsibilities include:
  - Ensuring that the items are associated with the correct account coding, the PR number and the PR line number
  - Completing the approval, modification or rejection processes
  
3. The department clerk can change:
  - Quantity
  - Unit Price
  - P/F (partial/full payment)
  - Account coding
  - PO#
  - Text field
  - PR#
  - PR line item#

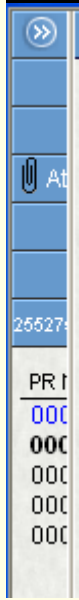
## Appendix A Navigation

<b>Term</b>	<b>Location</b>	<b>Function</b>
<b><u>Arrows</u></b> 	Large Arrows under the title bar	Go to the next screen > or to the previous screen <
<b><u>New Document</u></b> 	To the right of the large arrows	Opens a new document for data entry; the new document will be in the <u>Add</u> Mode. This is shown on the far right of the Options icon.
<b><u>Binoculars</u></b> 	To the right of the New Document icon	Find/search
	<u>Find/Search</u>	A Search function; opens an empty record for entering search criteria
	<u>Find Extended</u>	Not used by users
	<u>Count Records</u>	Count Entity List records
	<u>Reselect</u>	Selects the top record in the Entity List
	<u>Select All</u>	Page through the entire Entity List by using arrows
<b><u>Options</u></b> 	To the right of the binoculars	Lists items as follows
	<u>Show Grid</u>	Allows a display of all related records.
	<u>Sort Order</u>	Allows a variety of sorts
	<u>Undo Changes</u>	Allows to undo the last action
	<u>Undo All</u>	Allows to undo all changes
	<u>Copy Record</u>	Copy the current record

## Appendix A Navigation

<i><b>Term</b></i>	<i><b>Location</b></i>	<i><b>Function</b></i>
	<u>Paste, Delete Record</u>	Pastes the record in the clipboard; deletes the record in the clipboard
	<u>Close Window</u>	Closes the current window
<u><i><b>Header</b></i></u>	Area in the top half of the screen; gray in color	Identifies data for the current purchase requisition. Data appears in fields.
	<u><i>Tabs</i></u>	Vendor, Ship to, Requested by, Details, Dates
<u><i><b>Item Requested</b></i></u>	Area in the bottom half of the screen.	Identifies the items requested
	<u><i>Tabs</i></u>	<p><i>Items</i></p> <p>Item information listed; item number, quantity, units, commodity code (product code), description, coding, extended amount, etc.</p>
	<b>Note: Another Options icon is found below the Items Requested area</b>	<p>The New Document icon creates a new line item after an existing line; this happens if Enter (save) is not pressed.</p> <p>The Options icon contains: sort order, undo changes, copy record, all as above. In addition, close record and settings (not used by users).</p>

## Appendix A Navigation

<b><i>Term</i></b>	<b><i>Location</i></b>	<b><i>Function</i></b>
<b><u>Side Bar</u></b> 	On the left of the mask screen. Appears first with double arrows above it	Contains bars that contain relative information. The double arrow either Opens > or closes < the Hide Bar
<b><u>Entity List</u></b>	One of several horizontal buttons in the Side Bar	Lists documents user can access
<b><u>Workflow</u></b>	One of several horizontal buttons in the Side Bar	Shows the flow of the approval process by giving action options and history of approvals

## Appendix B Troubleshooting

### **Errors:**

If the users receive a red X in the upper navigation bar, two things may have happened.

1. Data may have been entered incorrectly, or not at all.
2. The system has experienced a problem.

If #1 has occurred, you can fix the data entered.

If #2 has occurred, you will have to exit and re-enter the data.

### **Checkmarks:**

If the icon appears in color (checkmark and X) with your name in the Action list, you have the authority to approve or reject the invoice.

### **CDD Report**

AP\_PROB\_POS reports problems with Purchase Orders. Drill Down to see the history of the PO.

## Important Notes

### CDD REPORTS

The most important report you will run is the **AP\_PROB\_POS** (PO's with Problems – Invoices by Dept). This shows invoices in AP that cannot be sent to departments for approval due to an error, such as “Closed PO, No PO on the invoice, Budget block,” etc.

### CDD Report Changes

The following CDD Reports have been replaced or work in obtaining information prior to 7i implementation, as well as new 7i reports. Refer to Justifas.net under CDD 4 u.

#### NEW 7i CDD REPORTS

AP\_EVENT\_DTL\_7i\_PONum  
(Runs faster if you add the PO# and PEID)

AP\_IN\_DEPT\_APRV

AP\_PROB\_POS

AP\_DOC\_ATTACH\_7i

Same, No Change

PO\_INV\_ACCT\_CODE\_CHG

(Report shows account code changes made)

PO\_INV\_ACCT\_CODING

AP\_IN\_DEPT\_APRV\_BATCH

AP\_INV\_IMG\_PO\_7i

AP\_COURT\_LETTERS\_7i

AP\_EVENT\_DTL\_7i

#### CDD REPORTS NO LONGER IN USE

AP\_INV\_APPROV

AP\_INVBYDPT\_REC

#### PRIOR TO 7i UPGRADE USE CDD REPORT

AP\_EVENT\_DTL

AP\_IMAGE\_ATTACH and/or AP\_INV\_PEID

AP\_VENDOR\_DETAIL

## MISCELLANEOUS ITEMS

When highlighting invoices, please use a “yellow” highlighter, as other highlighter colors do not scan well, and make the highlighted area illegible.



### Invoices

The System Invoice Total does not have to equal the User Invoice Total. The Auditor's office will run a report to catch all invoices that have this inequality. Departmental users do not see an error when the values are not equal.

Never reject an invoice that you have changed.

If an invoice is rejected by an approver, it goes back to the previous approver for approval.

If an invoice is changed, and then approved, it continues to the next level of approval.

The “zero out a line item” applies only to the invoice payment function. This “Deletes” the item.